

# 1999-2001 Biennial Integration Blueprint

A priority-driven implementation plan  
for the Washington State

## Justice Information Network



**Criminal Justice Information Act (CJIA) Committee**  
Adopted June 16, 1999

**Justice Information Committee (JIC)**  
Adopted August 2, 1999

## 1999-2001 Biennial Integration Blueprint

# A priority-driven implementation plan for the Washington State Justice Information Network

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June 16, 1999

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## INTRODUCTION

This 1999-2001 Biennial Integration Blueprint emanates from a concerted effort of Washington's criminal justice community coming together in support of a partnership to share information electronically among justice agencies at all levels of government through a statewide Justice Information Network (JIN).

The Blueprint builds on a body of work by the criminal justice community that began in 1984 to "improve the accuracy, completeness, and timeliness of criminal justice information within the state." The community developed strategic and tactical plans for criminal justice records improvement in 1991, expanded and formalized the planning structure to include technical and policy committees in 1992, and articulated a set of business goals for the integration effort (and studied the feasibility of their implementation) in 1997.

### **The Memorandum of Understanding signed**

To formalize its commitment to a shared criminal justice information system, this community of interest developed and signed a Memorandum of Understanding in November 1998:

*Association of Washington Cities*  
*Washington Association of County Officials*  
*Washington Association of Prosecuting Attorneys*  
*Washington Association of Sheriffs and Police Chiefs*  
*Washington State Association of Counties*  
*Washington State Association of County Clerks*  
*Washington State Attorney General*  
*Washington State Department of Corrections*  
*Washington State Department of Information Services*  
*Washington State Department of Licensing*  
*Washington State Office of the Administrator for the Courts*  
*Washington State Patrol*

As signatories, this community of interest agrees that no JIN-related system or component will be designed, developed, or integrated without effective participation by state and local stakeholders. All individual agencies will work actively to ensure that their new or enhanced information systems are designed to provide for the electronic sharing of information.

Moreover, under the terms of the Memorandum all agencies will promote the benefits and cost-effectiveness of JIN, and coordinate efforts to ensure that the local system designs are compatible with a statewide integrated JIN.

### **Justice Information Network governance structure**

The Memorandum of Understanding also supports the creation of a JIN governance structure among state and local governments with the forums of a Criminal Justice Information Act (CJIA) Executive Committee and a Justice Information Committee (JIC). Working to coordinate the individual justice projects of the state, the CJIA Executive Committee and the JIC have identified seven project initiatives that will significantly advance the integration goal of JIN in the next biennium. (The Memorandum of Understanding is included in this blueprint as Appendix A.)

### **JIN's goal and mission**

The stated goal of JIN is "the total sharing of data from all computer systems servicing the justice community." This goal has been established to achieve the mission of JIN, effective August 21, 1997:

*"The mission of the JIN is to ensure that any criminal justice practitioner in the state will have complete, timely, and accurate information about any suspect or offender. This information will include identity, criminal history and current justice status; will come from datum that has been entered only once; and will be available on a single workstation with a single network connection from an automated statewide system. This system and the services it provides will be known as the Justice Information Newtork."*

### **Priorities**

Accordingly, the CJIA Executive Committee adopted six priorities for the 1999-2001 biennium. For its part, the JIC added a seventh priority to amplify the need for coordination and consistency of JIN projects.

**Scope 1999-2001 Biennium**

- Complete WACIC/WASIS rewrite (W2);
- Implement live scan devices with capability to use Process Control Numbers (PCN) and automatically update criminal history files;
- Continue working towards full Process Control Number implementation;
- Standardize “rap sheets” for both in-state and out-of-state criminal histories;
- Plan, design, and complete a feasibility study for a statewide jail reporting system;
- Fully involve local jurisdictions in every aspect of JIN; and
- Assure coordination and consistency between JIN and projects of state and local government.

The JIC also called for the development of an equitable, self-sustaining funding model for the telecommunications component of JIN. Additionally, the JIC cited the Offender-Based Tracking System (OBTS) rewrite and the pilot project for the Electronic Judgment and Sentence Program as two initiatives already in the funding stream that are critical to the state’s goal of an integrated justice system.

**Strategic objective of the Blueprint**

Based on the CJIA Executive Committee’s adopted set of priorities and guidance from the JIC, the Blueprint builds on the body of work of the state’s criminal justice integration effort. It sets forth strategic objectives and activities that will contribute to the achievement of the stated goal and mission of JIN. The strategic objectives and their associated activities are intended to serve as the preliminary steps in achieving a complete integration of the state of Washington’s criminal justice information systems.

While this plan does not focus on all justice systems, it is focused on the systems that most directly affect the intent of JIN’s mission statement. This plan is intended not to diminish the importance of other justice systems and JIN development projects, but to elevate the priority given to these strategic objectives because they serve as the foundation upon which all integration efforts in JIN are dependent.

### **Strategic objectives of the plan**

Accordingly, the strategic objectives of the plan are:

1. Real-time statewide automated fingerprint identification;

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2. The availability of complete, accurate, and timely information on suspects and offenders; and

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3. A vision for interactive network access to a Summary Offender Profile available to justice agencies throughout the state from a single terminal.

Accomplishment of these three strategic objectives in the next biennium will produce significant benefits in improved public safety and the effective administration of justice. Real-time statewide automated identification will cast a tight net around criminals who attempt to conceal their true identities and their criminal histories by using an alias at the time of arrest or investigation.

The availability of complete, accurate, and timely information on suspects and offenders will allow the justice system to administer justice fairly and effectively by having the information for decision-making at critical stages of the justice process. Complete and accurate criminal history information will be available when and where it is needed and in a form that is useful. Moreover, complete and accurate criminal histories will allow prosecutors and courts to bring the full weight of laws against violent and recidivistic offenders.

A vision for creating an interactive network that makes a Summary Offender Profile available to justice agencies throughout the state from a single terminal will be realized through the state's powerful telecommunications network. The Summary Offender Profile will provide justice practitioners and other authorized users with a single source of information necessary to make daily decisions on criminal cases as they are processed through the stages of the justice system. The interactive network will also enable practitioners to gain direct access from a single terminal to data residing in the justice information systems of agencies contributing to the Summary Offender Profile.

When fully implemented, the strategic objectives of this plan will widen the net of identification around criminals who attempt to elude detection by the justice system; strengthen the net by administering justice fully and fairly; and provide the vision for a fully integrated justice network that makes accurate and complete justice information available when and where it is needed, and in a form that is useful.

## STRATEGIC OBJECTIVES AND ACTIVITIES

This section of the plan describes each of the three strategic objectives and the activities that need to be undertaken to achieve them. Each of the three strategic objectives will be correlated to the priorities of Scope 1999-2001 as adopted by the CJIA Executive Committee on December 16, 1998.

### **Objective 1    Real-time statewide automated fingerprint identification**

The strategic objective of real-time statewide automated fingerprint identification correlates to priority I (complete W2, Part I), and priority II (implement live scan devices with capability to use PCN and automatically update criminal history files).

#### ***Defining real-time***

Real-time identification is defined here as the time needed to produce a positive identification of an arrested person under investigation before that person is released from the custody of law enforcement. Today's Automated Fingerprint Identification Systems (AFIS) are fully capable of being deployed in a statewide network and returning identification search results in minutes.

One measure of real-time is the amount of time an arrested person can be held prior to release on bail or other reasons for release from custody. Many states have adopted a real-time measure of two to four hours to correspond to the time needed for the arraignment and bail process, after which offenders are often released from custody.

A second measure of real-time identification has to do with daily workloads. If AFIS is to serve the needs of local law enforcement agencies, fingerprint identifications need to be processed in a time that allows the average number of daily arrests to be processed in a single day—that is, a day's work in a day's time. Otherwise, backlogs begin to accrue on day one and grow exponentially thereafter. Therefore, the real-time measure for processing a day's work in a day's time may be less than the two to four hours needed for release from custody.

The intent of the state's AFIS objectives will be the ultimate determinant of real-time fingerprint identification processing. At a minimum, this plan calls for identification processing speeds necessary to ensure detection of an offender using an alias to gain release from custody.



## Objective1

Real-time statewide  
automated fingerprint  
identification

**Current AFIS status**

At this time, the state of Washington has signed a contract with its AFIS provider to upgrade its host AFIS. The host AFIS will be maintained at the Department of Information Services (DIS) and operated by the Washington State Patrol (WSP). It is the state's intent to deploy live scan fingerprint capture devices throughout the state. The live scans will be connected to the host AFIS at DIS. The WSP is also upgrading its criminal history system in a project called W2. Plans call for AFIS and W2 to be integrated.

The intent of this strategic plan is to place an appropriate electronic fingerprint capture device in every police agency in the state, as is practical and affordable. It should also be noted that small police agencies might continue to submit arrest fingerprint cards manually through the mail. It will be important to ensure that these submissions are made in a timely manner. As a policy objective, police agencies without electronic fingerprint capture devices should be encouraged to make use of central booking facilities when there are arrested persons that appear to be trying to conceal their true identities.

## Activity

**Activities to achieve real-time identification**

*Review and analyze the WSP plans for AFIS/live scan implementation. The intent of this review and analysis is to determine the nature and extent of AFIS/live scan planning, specifically with respect to the plan's readiness to implement a real-time statewide automated fingerprint identification network in the next biennium.*

**Specific tasks for this activity:**

- Identify the extent of the AFIS/live scan implementation in the next biennium;
- Identify the schedule for statewide identification implementation;
- Identify the time measurement for real-time identification;
- Determine if the host AFIS has the processing power to support real-time identification;
- Determine if the plan includes remote terminals for local law enforcement;
- Determine if the WSP will operate the identification processing on a seven-days-a-week, 24-hour basis;
- Identify the relationship between AFIS/live scan and the generation of a state and national wants/warrants search; and
- Identify critical success factors for making real-time identification a reality in the next biennium.

## Objective 2

**The availability of complete, accurate, and timely information on suspects and offenders**

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The strategic objective of the availability of complete, accurate, and timely information on suspects and offenders correlates to the following priorities as defined by the CJIA Executive Committee. The JIN mission statement addresses three critical questions:

***Complete, accurate, and timely information***

- Who is the offender? (identity)
- What has he or she done? (criminal history)
- Where is the offender? (physical location such as bail or incarceration status, and the stage of the justice process for the offender's case).

Identification is the responsibility of law enforcement and the courts to ensure that all persons arrested or brought into the judicial process have been identified by fingerprint comparison. Criminal histories are the responsibility of law enforcement, prosecution, and courts. Each agency must ensure that the state's criminal history record repository receives complete, accurate, and timely arrest and disposition information for each offender. Current justice status includes up-to-date criminal histories, but also encompasses the ability of justice practitioners to share law enforcement, prosecutor, court, and corrections case status. The physical location of the offender, including sentence served and current incarceration status, is the responsibility of state and local correctional agencies.

The mission statement also speaks to how complete, accurate, and timely information should be generated, maintained, and shared — "from datum that has been entered only once; and will be available on a single workstation with a single network connection from an automated statewide system." The intent of the mission statement is that justice information be collected by operational information systems at each stage of the justice process; that is, technology should be placed at the point of origin of the information, entered only once, and transmitted electronically to other justice agencies. Moreover, a single workstation should be the means of collecting and sharing information.

Electronic capture and sharing of information is at the heart of improving accuracy and completeness. Electronically generated information eliminates the redundant and error-prone data entry

## Objective 2

The availability of  
complete, accurate, and  
timely information on  
suspects and offenders

that currently plagues the justice system, and vastly reduces the time to collect, maintain, and disseminate justice information. It makes the information more available and reliable.

### ***Importance of the Process Control Number***

Sharing information electronically in an arrest/prosecution case cycle involves a number of data integrity practices. The PCN system instituted by the state justice community is critical to ensure that arrest and disposition information can be effectively linked in the state criminal history record without manual intervention. Arrests and dispositions shared electronically without a PCN create an exception file that must be resolved by manual intervention. At every stage of the justice process involving arrest and disposition reporting, executive management must support mandatory use of the PCN.

## Activity

### **Activities to achieve complete, accurate, and timely justice information**

*Review and analyze justice agency plans for PCN implementation. The intent of this review and analysis is to determine the nature and extent of PCN planning and implementation, specifically with respect to the justice system's ability to report and share arrest and disposition information without manual intervention.*

#### ***Specific tasks for this activity:***

- Review and analyze the concept of business rules governing the electronic and manual use of the PCN for arrest and disposition reporting;
- Review and analyze the concept of an AFIS/W2 interface related to the use of the PCN for facilitating automated name searches in the AFIS/W2 architecture;
- Review the nature and extent of current PCN implementation;
- Identify issues in PCN implementation;
- Document findings; and
- Identify critical success factors for making effective use of the PCN in arrest and disposition reporting a reality in the next biennium.

Activity

### **Review and analyze arrest reporting**

*The intent of this activity is to ascertain the extent of the completeness, accuracy, and timeliness of arrest reporting.*

#### **Specific tasks for this activity:**

- Review and analyze the systems and methodologies used to capture and share arrest information, including the use of live scan or records management systems to capture and transmit arrest and offender demographic information electronically to W2;
- Review and document plans and methodologies for reporting release of persons after arrest without the filing of charges;
- Determine if PCN is being generated and used effectively for all arrests;
- Determine if arresting agencies are successfully transmitting PCN to the prosecutor, the WSP, and other affected agencies;
- Identify issues in manual and electronic arrest reporting implementation;
- Identify the process for conducting local, state, and federal wants/warrants searches from law enforcement records management systems at the time of arrest;
- Document findings; and
- Identify critical success factors to make complete, accurate, and timely arrest reporting a reality in the next biennium.

Objective 2

The availability of complete, accurate, and timely information on suspects and offenders

Activity

### **Review and analyze prosecutor disposition reporting**

*The intent of this activity is to ascertain the extent of the completeness, accuracy, and timeliness of prosecutor disposition reporting.*

#### **Specific tasks for this activity:**

- Review and analyze the systems and methodologies used to capture and share court disposition information, including the use of manual systems or computerized records management systems to capture and transmit court disposition information electronically to W2;
- Review and document plans and methodologies for prosecutor decisions not to commence criminal proceedings;
- Determine if PCN is being generated and used effectively for all prosecutor actions in a case;
- Determine if PCNs are successfully transmitted to the courts, the WSP, and other affected agencies;
- Identify issues in manual and electronic disposition reporting implementation;
- Document findings; and
- Identify critical success factors to make prosecutor disposition reporting a reality in the next biennium.

## Activity

**Review and analyze court disposition reporting**

*The intent of this activity is to ascertain the extent of the completeness, accuracy, and timeliness of court disposition reporting.*

**Specific tasks for this activity:**

- Review and analyze the systems and methodologies used to capture and share court disposition information, including the use of manual systems or computerized records management systems to capture and transmit court disposition information electronically to W2;
- Review and document plans and methodologies for electronic and manual court disposition reporting;
- Identify if PCN is being generated and used effectively for all court actions in a specific case;
- Identify issues in manual and electronic court disposition reporting implementation;
- Document findings; and
- Identify critical success factors to make court disposition reporting a reality in the next biennium.

## Objective 2

The availability of complete, accurate, and timely information on suspects and offenders

## Activity

**Review and analyze corrections status information**

*The intent of this activity is to ascertain the nature and extent of reporting complete, accurate, and timely offender incarceration history and correctional status information from prisons and jails. The intent includes having incarceration history and the physical location of an offender in a correctional institution reflected in W2 on a timely basis.*

**Specific tasks for this activity:**

- Review and analyze the systems and methodologies used to capture and share incarceration history and physical location of an offender in a correctional institution (both prisons and jails), including the use of manual reporting systems and computerized records management systems to capture and transmit this information to W2;
- Review and document plans and methodologies for electronic and manual corrections status reporting;
- Identify issues in manual and electronic corrections status reporting;
- Identify critical issues in electronic corrections status reporting with respect to integration with other justice systems;
- Identify how corrections uses AFIS/live scan technology to identify offenders at intake and release from corrections to assure positive identification and to assist in electronic status reporting to W2.
- Document findings; and
- Identify critical success factors to make corrections status reporting a reality in the next biennium.

Activity

**Assist the corrections community and the CJIA Executive Committee in developing a feasibility study for the planning, design, and implementation of a statewide jail reporting system**

*The intent of this activity is to provide review, support, and validation of developing a feasibility study for a statewide jail reporting system capable of collecting, maintaining, and sharing information on all offenders in jails throughout the state of Washington. When implemented, a statewide jail reporting system will answer the question "Where is the offender?" and provide timely information on all offenders housed in Washington's jails. Currently, jails throughout the state do not have information on offenders housed in other jails. This results in individual jails having to identify offenders and collect and maintain information that has been collected by other jails.*

Objective 2

The availability of complete, accurate, and timely information on suspects and offenders

The feasibility study will properly assess the scope of the effort necessary to develop a detailed design for a comprehensive jail management system. This assessment must include all of the information management needs of the jails, as well as the information sharing capabilities necessary for integration with other justice agencies. Cost and critical success factors also must be identified.

**Specific tasks for this activity:**

- Work with the CJIA Executive Committee and local jail representatives to review and analyze all existing planning and design documents for a statewide jail reporting system;
- Review plans and design for sharing offender information from jails to W2;
- Identify and validate data fields that will electronically update W2 for offender status and location;
- Identify issues in planning, designing, and implementing a statewide jail reporting system;
- Conduct a feasibility study of the planning, design, and implementation of a statewide jail reporting system;
- Document findings in a feasibility study report; and
- Identify critical success factors to conduct a feasibility study of a statewide jail reporting system in the next biennium.

## Activity

## Objective 2

The availability of  
complete, accurate, and  
timely information on  
suspects and offenders

**Fully involve local jurisdictions in every aspect of JIN**

*The intent of this initiative is to involve local jurisdictions in JIN. Representatives of local jurisdictions need to be part of a shared vision of what can and needs to be accomplished through JIN, to the benefit of the community of interest as a whole. To make local jurisdictions part of the community of interest, they need to be informed about JIN activities and have a means to contribute to the projects and activities.*

**Specific tasks for this activity:**

- Conduct an initial meeting with each jurisdiction in this calendar year;
- Document local jurisdiction justice plans with a view toward integration;
- Inform local jurisdictions and community of interest about integration plans of JIN;
- Conduct regional meetings to ensure communication and to facilitate alignment of local and state information technology projects;
- Provide a mechanism for ongoing communication among justice agencies;
- Document the progress of aligning local jurisdiction technology projects with the state's strategic plan for integration of justice information systems; and
- Identify critical success factors to assure the coordination and consistency between JIN and projects of state and local government in the next biennium.

Activity

**Assure coordination and consistency between JIN and projects of state and local government**

*This initiative calls for careful planning and coordination of projects between JIN and the projects of state and local government.*

*The intent is to ensure that the planning and design of individual systems in the state of Washington — whether at the state or local level — are consistent with guiding principles and standards for integration. Too often technology projects are designed and implemented with no attention to other justice systems. The result is incompatible systems at the technical level and isolated islands of information at the operations level. Only with a statewide, comprehensive vision for integrated systems can all of the technology projects in the state have a chance to share vital justice information.*

Objective 2

The availability of complete, accurate, and timely information on suspects and offenders

**Specific tasks for this activity:**

- Include local justice agencies in all aspects of JIN's planning and implementation activities;
- Develop guiding principles and standards for integrated systems;
- Identify and publish standards for integration, including state and national standards;
- State and local agencies should develop strategic plans for technology that are coordinated and consistent with state and national standards and aligned with the state's strategic goals for integrated justice information systems;
- Provide incentives for state and local agencies to adhere to guiding principles and standards for integration in their technology projects;
- Create a mechanism to evaluate every critical technology project at the state and local level to ensure that it supports the goals of an integrated justice system in the state of Washington; and
- Identify critical success factors to assure the coordination and consistency between JIN and projects of state and local government in the next biennium.



**Objective 3****A vision for interactive network access to a Summary Offender Profile available to justice agencies throughout JIN from a single terminal**

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The strategic objective of a vision for interactive network access to a Summary Offender Profile available to justice agencies throughout JIN from a single terminal correlates to priority I (complete W2) and anticipates a future increment of W2. The vision described here expands on the concept of the criminal history record to include data elements necessary to assist justice agencies in critical decision-making on state offenders.

***Concept of a Summary Offender Profile***

A Summary Offender Profile represents an expansion of the information maintained in the state's criminal history record. The intent is to make summary information on offenders available from a single source to justice agencies and other authorized users to facilitate critical justice transactions. The key components of the Summary Offender Profile are complete demographic information, status flags and alerts, a historical record of arrest and prosecution — including sentencing information — and up-to-date correctional history and status.

The Summary Offender Profile will be based on the national model for criminal history record data elements, and on the expressed information needs of justice agencies in the state of Washington. Based on the national model and JIN user needs, summary offender profiles will be constructed from subsets of justice records from contributing agencies. Profiles will represent a "one-stop shopping center" for the essential information needed by justice agencies on a daily basis to facilitate the movement of an offender's case through the justice process. It will serve all of the traditional needs of criminal history record requestors, but will include related justice information for a variety of purposes. This may include key case numbers from other justice agencies, domestic violence information, sex offender status, and the location of DNA profile information.

### ***Concept of interactive network access***

Interactive network access builds on the essential information contained in the Summary Offender Profile. Because the profile contains the locations of more complete information on offenders, it acts as an index-pointer system to the case records of contributing agencies.

Locations and case numbers normally allow justice practitioners to contact the contributing agencies and receive the needed information by mail, fax, or computer transfer. Using new advances in technology, it is now possible to use the state criminal history record repository as the manager of a fully electronic index-pointer system for the sources of the data maintained in an expanded criminal history record. Using the Internet as a technical model, the state index-pointer system could be enhanced by "hyper-link" capabilities that would allow direct access from the criminal history record to the full records of the data contributors.

The Summary Offender Profile would provide a summary of key justice data on offenders that the majority of users would require in most cases to facilitate the arrest, prosecution, court, and corrections cycle. In addition, the index-pointer/"hyper-link" capability would provide the conduit to source records and other record types maintained by contributing agencies.

When viewed from the technological vantage point of inter-operable systems and distributed databases in an integrated justice network, the criminal history record and state central repositories take their position as the central server in a new paradigm of a national integrated justice system. In this new paradigm, the criminal history record would become a key module of a virtual system of justice databases accessible through a single source.

When implemented, the Summary Offender Profile — created and accessed through an interactive digital network — will achieve the mission of JIN to "include identity, criminal history and current justice status; come from datum that has been entered only once; and be available on a single workstation with a single network connection from an automated statewide system."

Objective 3

A vision for interactive

network access to a

Summary Offender Profile

available to justice agencies

throughout JIN from a

single terminal

## Activity

## Objective 3

A vision for interactive network access to a Summary Offender Profile available to justice agencies throughout JIN from a single terminal

**Activities to achieve a vision for interactive network access to a Summary Offender Profile is available to justice agencies throughout the state from a single terminal**

*Develop a model set of data elements that would expand the criminal history record. The elements would be based on the national model developed by the U.S. Department of Justice, and tailored for use in the state of Washington based on the expressed needs for justice information by JIN users.*

**Specific tasks for this activity:**

- Develop a preliminary model set of data elements for an expanded criminal history record;
- Compare the model data set to the data set in W2;
- Work with all contributing agencies in the JIN to determine if the model set meets the majority of their needs and to identify other data needs;
- Define a set of data elements for Summary Offender Profile based on real needs of justice practitioners in the state of Washington;
- Develop principles for information sharing by contributing agencies;
- Develop roles and responsibilities for contributing agencies in a fully integrated network;
- Develop levels of participation for contributing agencies to assure that agencies at any level of automation or manual reporting can contribute effectively to the Summary Offender Profile; and
- Identify critical success factors to develop a vision for interactive network access to a Summary Offender Profile available to justice agencies throughout the state from a single terminal.

## JUSTICE SYSTEM PROJECTS ESSENTIAL TO INTEGRATED JUSTICE

The following first two projects, already in the funding stream, have been identified by the JIC as essential to meeting the goals of an integrated justice system. Accordingly, in implementing these programs, attention should be given to ensuring data sharing with other systems in JIN. Additionally, as the telecommunications infrastructure supporting JIN becomes responsible for carrying increasing amounts of criminal justice data, a self-sustaining funding model for the network itself must be explored.

### Project

#### **Initiate phase 1 of the OBTS replacement system and development of its Offender Management System**

The intent of this project is to develop an automated information system for managing the offender populations. When phase 1 is implemented, it will enable an enhanced exchange of electronic information between the OBTS and the information systems of the WSP, specifically W2. Therefore, when police officers conduct checks on suspects and offenders, such as wanted persons and criminal history checks, the electronic interface with the OBTS will provide law enforcement with critical information about offenders who are on parole and community custody. Officers will immediately know the terms and conditions of parole and community custody, and can take appropriate action if the offender is in violation of those terms and conditions. In addition, the interface between W2 and the OBTS will allow the WSP to inform corrections officials about the contact with the offender. This will enhance the Department of Correction's (DOC) ability to manage offenders based on timely information.

This new system will facilitate the sharing of data between agencies. All possible interfaces will be explored and implemented to assure coordination and consistency between JIN and other independent programs of local, state and federal agencies. Data received from other systems should load automatically into the DOC database and require no re-entry by system users.

#### ***Specific tasks for this project:***

- Review and analyze the system design for the OBTS and its Offender Management System with respect to integration with other justice agencies;

- Review, analyze, and validate the information exchange events, data elements for exchange, operational scenario for electronic exchange, and technical methods for exchange among OBTS, W2, and other justice agencies;
- Identify critical issues in phase 1 of the OBTS with respect to integration with other justice systems;
- Document findings; and
- Identify critical success factors.

**Project**

**Complete pilot for Electronic Judgment and Sentence Program**

The Electronic Judgment and Sentence Program is intended to integrate the courts, prosecutors, and DOC. The judgment and sentence document contains the terms and conditions of supervision, which are needed in defining the offender's program at the time of correctional intake of a prisoner. Currently, the judgment and sentence document is created in paper form by the prosecutor and sent to the jail where offenders are housed until they can be transported to DOC's central intake facility. This paper-based method results in processing delays, especially at intake, negatively impacting the effective use of reception capacity. The new Electronic Judgment and Sentence Program will speed the process by conveying the document, which is signed digitally between and among prosecutors, the courts and DOC without the intervening manual steps.

***Specific tasks for this project:***

- Review and analyze the pilot project design for the Electronic Judgment and Sentence Program with respect to integration with other justice agencies;
- Review, analyze, and validate the information exchange events, data elements for exchange, operational scenario for electronic exchange, and technical methods for exchange between the courts and DOC for exchanging the judgment and sentence document;
- Identify critical issues in the Electronic Judgment and Sentence Program with respect to integration with other justice systems;
- Engage prosecutors in application design and pilot process through the Washington Association of Prosecuting Attorneys;
- Review enabling statutes and request needed legislative changes to authorize electronic sentencing by DOC;
- Document findings; and
- Identify critical success factors.

**Project Development of a self-sustaining funding model for JIN**

In 1997, the JIN Feasibility Study described the network problem as it existed then: *“Individual criminal justice agencies currently support logically separate data communication networks to connect to local and state organizations within the same geographic areas. These networks are primarily slower, proprietary, single purpose networks.”*

The feasibility study also offered the promise of a network that would be a shared, statewide resource of the criminal justice community: *“New data communications technologies provide the state with the opportunity to develop a high-speed consolidated JIN that would connect all the various organizations participating in the criminal justice life cycle.... All types of data could be transferred across these new lines, such as document images, photographs, and fingerprints.”*

By 1999, such a network was in place — with points of presence in 37 of 39 counties in the state — and designed to adapt to growth and change in the business needs of the community. While federal grant programs provide initial funding for information technology projects, a source of sustained funding for the telecommunications component of JIN is critical to the success of statewide integrated justice information systems. Accordingly, this initiative calls for the development of a plan that will create a self-sustaining funding model. All of the stakeholders in JIN will be involved in the development of the model. Alternative methods of funding need to be explored to assure the continuation of a robust telecommunications network.

***Specific tasks for this project:***

- Establish a set of guiding principles within the JIC for developing a sustained funding model;
- Appoint a task force or committee to develop alternatives for sustained funding;
- Identify possible funding sources;
- Identify preferred funding model from among the alternatives;
- Present alternatives to the JIC for adoption of the preferred model; and
- Adopt funding model.



## MAPPING AND SCHEDULING

This section is intended to serve as the “first cut” at mapping and scheduling the projects and their activities outlined in the preliminary plan for JIN.

The schedule presented here is also intended to provide an indication of the amount of time needed for each activity to allow resources to be allocated to execute the work and to ensure that all the work can be accomplished in the next biennium. The mapping of projects (i.e., the sequence of performing the work) is intended to provide coherence among the different projects. It should be noted that many of the projects and their activities could be executed in parallel.

It is understood that the agencies responsible for the projects in Scope 1999-2001 Biennium, as adopted by the CJIA Executive Committee, will have their own schedules for implementation of the projects. Accordingly, it may be necessary to adjust the schedule presented in this document with the schedules of the various justice agencies.

There is, moreover, a degree of separation between the schedule presented here and the project schedules of the justice agencies. The intent of this schedule is to perform a set of activities to validate the design and implementation of projects identified in Scope 1999-2001 Biennium, as discussed above.

### ***Mapping and scheduling projects:***

- Real-time statewide automated fingerprint identification;
- The availability of complete, accurate, and timely information on suspects and offenders;
- Plan, develop, and complete a feasibility study of a statewide jail reporting system;
- A vision for interactive network access to a Summary Offender Profile available to justice agencies throughout the state from a single terminal;
- Assure coordination and consistency between JIN and state and local government projects ;
- Fully involve local jurisdictions in every aspect of JIN;
- Initiate phase 1 of the OBTS Offender Management System;
- Complete the pilot for the Electronic Judgment and Sentence Program; and
- Develop a self-sustaining funding model for JIN.



<b>Project</b>	<b>Real-time statewide automated fingerprint identification</b>
Intent	Review and analyze the WSP plans to determine if a statewide live scan/AFIS network capable of real-time identification can be accomplished in the next biennium.
Schedule	Review and analyze: July 1 to September 30, 1999 (3 months)
Mapping	<p>Sequence of activities:</p> <ul style="list-style-type: none"> <li>■ Examine the WSP plans and schedule for AFIS/live scan implementation;</li> <li>■ Identify the time measurement for real-time identification;</li> <li>■ Determine if the host AFIS has the processing power to support real-time identification;</li> <li>■ Determine if the WSP plan includes remote terminals for local law enforcement;</li> <li>■ Determine if the WSP will operate the identification processing at all times;</li> <li>■ Identify the relationship between AFIS/live scan and the generation of a state and national wants/warrants query;</li> <li>■ Develop findings and recommendations; and</li> <li>■ Identify critical success factors.</li> </ul>
Comment	Funds are required for local jurisdictions to purchase live scan devices. Additional funding may be needed for a statewide live scan network by the close of the next biennium. Moreover, it should be noted that full live scan implementation could be defined as strategically placing live scan devices in those law enforcement agencies that serve large and medium population centers sufficient to constitute regional booking centers and return identification results prior to release from custody at arrest.

Project	<b>The availability of complete, accurate, and timely information on suspects and offenders</b>
Intent	Review and analysis of arrest and disposition reporting by law enforcement, prosecutors, courts, and corrections to determine complete, accurate, and timely electronic reporting to W2 can be provided during the next biennium.
Schedule	Review and analyze: October 1, 1999 to March 31, 2000 (6 months)
Mapping	<p data-bbox="337 674 634 701">Sequence of activities:</p> <ul style="list-style-type: none"> <li data-bbox="337 716 673 743">■ PCN Implementation;</li> <li data-bbox="337 758 1182 869">■ Review and analyze the concept of business rules governing the electronic and manual use of the PCN for arrest and disposition reporting;</li> <li data-bbox="337 884 1203 911">■ Review the nature and extent of current PCN implementation;</li> <li data-bbox="337 926 898 953">■ Identify issues in PCN implementation;</li> <li data-bbox="337 968 704 995">■ Document findings; and</li> <li data-bbox="337 1010 792 1037">■ Identify critical success factors.</li> </ul> <p data-bbox="337 1087 586 1115"><b>Arrest reporting</b></p> <ul style="list-style-type: none"> <li data-bbox="337 1129 1255 1283">■ Review and analyze the systems and methodologies used for capturing and sharing arrest information, including the use of live scan or records management systems to capture and transmit arrest and offender demographic information electronically to W2;</li> <li data-bbox="337 1297 1203 1367">■ Review and document plans and methodologies for reporting release of persons after arrest without the filing of charges;</li> <li data-bbox="337 1381 1192 1451">■ Determine if the PCN is being generated and used effectively for all arrests;</li> <li data-bbox="337 1465 1235 1535">■ Determine if arresting agencies are successfully transmitting the PCN to the WSP and other affected agencies;</li> <li data-bbox="337 1549 1122 1619">■ Identify issues in manual and electronic arrest reporting implementation;</li> <li data-bbox="337 1633 1243 1703">■ Complete design of standardized rap sheet for state and national purposes;</li> <li data-bbox="337 1717 1255 1829">■ Identify the process for conducting local, state, and federal wants/ warrants searches from law enforcement records management systems at the time of arrest;</li> <li data-bbox="337 1843 704 1871">■ Document findings; and</li> <li data-bbox="337 1885 792 1913">■ Identify critical success factors.</li> </ul>

The availability of complete, accurate, and timely information on suspects and offenders

### ***Prosecutor disposition reporting***

- Review and analyze the systems and methodologies used for capturing and sharing disposition information, including the use of computerized records management systems to capture and transmit disposition information electronically to W2;
- Review and document plans and methodologies for prosecutor decisions to not commence criminal proceedings;
- Determine if the PCN is being generated and used effectively for all prosecutor actions in a case;
- Determine if the PCN's are successfully transmitting to the courts, the WSP, and other affected agencies;
- Identify issues in manual and electronic prosecutor disposition reporting implementation;
- Document findings; and
- Identify critical success factors.

### ***Court disposition reporting***

- Review and analyze the systems and methodologies used for capturing and sharing court disposition information, including the use of manual systems or computerized records management systems to capture and transmit court disposition information electronically to W2;
- Review and document plans and methodologies for electronic and manual court disposition reporting;
- Identify if the PCN is being generated and used effectively for all court actions in a specific case;
- Identify issues in manual and electronic court disposition reporting implementation;
- Document findings; and
- Identify critical success factors.

### ***Corrections status information***

- Review and analyze the systems and methodologies used for capturing and sharing incarceration history and physical location of an offender in a correctional institution (both prisons and jails), including the use of manual reporting systems and computerized records management systems to capture and transmit this information to W2;
- Review and document plans and methodologies for electronic and manual corrections status reporting;
- Identify issues in manual and electronic corrections status reporting;
- Identify how DOC uses AFIS/live scan technology to identify offenders at intake to assure positive identification and to assist in electronic status reporting to W2;
- Document findings; and
- Identify critical success factors.

Comment Approximately one month could be dedicated to each of the tasks in this segment of the project to review and analyze arrest and disposition reporting and correctional status information. Depending on the number of staff assigned to the project, these tasks could be conducted in parallel.

**Project Plan, develop and complete a feasibility study of a statewide jail reporting system**

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Intent Assist the corrections community and the CJIA Executive Committee in validating a feasibility study for the planning, design, and implementation of a statewide jail reporting system capable of collecting, maintaining, and sharing information on all offenders in jails throughout the state of Washington. When implemented, a statewide jail reporting system will answer the question “Where is the offender?” and provide timely information on all offenders in Washington’s jails. Currently, jails throughout the state do not have information on offenders housed in other jails. This results in individual jails having to identify offenders and collect and maintain information that has been collected by other jails.

Schedule Initial Review (ongoing): July 1, 1999 to May 31, 2001 (23 months)

Mapping Sequence of activities:

- Work with the CJIA Executive Committee and local jail representatives to review and analyze all critical planning and design documents for a statewide jail reporting system;
- Review plans and design for sharing offender information from jails to W2;
- Identify and validate data fields that will electronically update W2 for offender status and location;
- Identify issues to develop a feasibility study for the planning, design, and implementation of a statewide jail reporting system;
- Document findings in a feasibility study report; and
- Identify critical success factors.

Comment At this juncture, a feasibility study report is needed to assess the nature and scope of the effort necessary to provide a comprehensive jail management system. The feasibility study will ensure that the system will meet the needs of the corrections community and support an integrated criminal justice system in the state of Washington.

**A vision for interactive network access to a Summary Offender Profile available to justice agencies throughout the state from a single terminal**

**Project**

Intent

Work with Washington justice partners to make summary information on offenders available from a single source to justice agencies and other authorized users to facilitate critical transactions. The key components of the Summary Offender Profile are complete demographic information, status flags and alerts, a historical record of arrest and prosecution including sentencing information, and up-to-date correctional history and status. This represents an expansion of the current criminal history record data elements, and uses the statewide telecommunications network to access other justice databases by using the profile as an electronic index-pointer system.

Schedule

Introduction of concept: September 1, 1999 to February 29, 2000 (6 months)  
Implementation of activities below: March 1 to August 31, 2000 (6 months)

Mapping

Sequence of activities:

- Introduce concept for approval by the CJIA and JIC;
- Develop a preliminary model set of data elements for an expanded criminal history record;
- Compare the model data set to the data set in W2;
- Work with all contributing agencies in JIN to determine if the model set meets the majority of their needs and to identify other data needs;
- Define a set of data elements for the Summary Offender Profile based on real needs of justice practitioners in the state of Washington;
- Develop principles for information sharing by contributing agencies;
- Develop roles and responsibilities for contributing agencies in a fully integrated network; and
- Develop levels of participation for contributing agencies to assure that agencies at whatever level of automation or manual reporting can contribute effectively to the Summary Offender Profile.

Comment

The Summary Offender Profile is a new concept and one that expands on existing data elements collected and maintained by the WSP in W2. Moreover, its design would implement an electronic index-pointer system to access multiple justice agency databases from the data elements in the Summary Offender Profile. Therefore, the concept itself will need to be presented and approved by the CJIA and JIC.

The implementation of the Summary Offender Profile System may require a modification of the data elements in W2, which could be incorporated into W2, part 2. It will need to be determined if that activity is feasible.

Once the concept of making the Summary Offender Profile a fully electronic index-pointer system is approved, the next step will be the creation of a design and implementation schedule. It should be possible, however, to implement the concept in the next biennium.

<b>Project</b>	<b>Assure coordination and consistency between JIN and state and local government projects</b>
Intent	Carefully plan and coordinate projects between JIN and the projects of state and local government. The intent is to ensure that the planning and design of individual systems in the state of Washington — whether at the state or local level — are consistent with guiding principles and standards for integration.
Schedule	January 1, 1999 to December 31, 2001 (24 months). Ongoing coordination activities among all stakeholders.
Mapping	<p>Most activities are concurrent to provide ongoing support and coordination throughout the biennium:</p> <ul style="list-style-type: none"> <li>■ Include local justice agencies in all aspects of JIN's planning and implementation activities;</li> <li>■ Develop guiding principles and standards for integrated systems;</li> <li>■ Identify and publish standards for integration, including state and national standards;</li> <li>■ Assist state and local agencies in the development of strategic plans for technology that are coordinated and consistent with state and national standards and aligned with the state's strategic goals for integrated justice information systems;</li> <li>■ Provide incentives for state and local agencies to adhere to guiding principles and standards for integration in their technology projects; and</li> <li>■ Create a mechanism for evaluating every critical technology project at the state and local level to ensure that it supports the goals of an integrated justice system in the state of Washington.</li> </ul>

Comment Coordination activities are essential to a statewide integrated justice system. It is imperative that a justice system project coordinator be charged with the responsibility of creating the processes and mechanisms to ensure JIN systems achieve interoperability.

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**Project Fully involve local jurisdictions in every aspect of JIN**

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Intent Work with local jurisdictions so they can participate in JIN. It is important to engage representatives of local jurisdictions in a shared vision of what needs to be accomplished to benefit the interested community as a whole. It is important to first inform them of what the state justice partners are doing and then involve them, earning grassroots support.

Schedule This will be an ongoing effort. One visit should be made to each jurisdiction within the calendar year of 1999. The purpose of this initial meeting is to learn about the jurisdiction's plans as they relate to justice endeavors. Additionally, the visits; will apprise local governments of what the state shareholders are doing. After the initial visit, a series of regional meetings should take place. The goal of each regional meeting would be to have the local jurisdictions begin talking with their neighboring jurisdictions — creating channels of communication — to demonstrate how they can work together and how their joint efforts can support the state-wide efforts of justice integration.

Mapping This is the sequence of what ought to occur during the meetings with local jurisdictions:

- Before each meeting, the JIN coordinator will need to consult with the Association of County/City Information Services (ACCIS) representative in each county to determine its level of connectivity. The JIN coordinator, working with technical personnel, will then develop a general overview of what needs to be done at each location to connect it with JIN and develop preliminary cost estimates;
- A meeting with the ACCIS representative will be scheduled in each locality to discuss JIN and requirements for that jurisdiction's participation to the fullest extent possible;

- The JIN coordinator will contact the Law and Justice Council chair in each county to have this committee act as liaison for the JIN coordinator;
- If the sheriff, chief of police, and/or jailer do not attend the Law and Justice Council, the JIN coordinator will meet each party individually. The Washington Association of Sheriffs and Police Chiefs representative will be asked to facilitate these meetings;
- If the prosecutor does not meet with the Law and Justice Council, the JIN coordinator will meet with the prosecutor individually. The Washington Association of Prosecuting Attorneys representative of the executive committee would be asked to facilitate these meetings; and
- The JIN coordinator will establish points of contact for each group and jurisdiction, making sure that they are apprised of current and complete information about JIN. The coordinator will direct participants to the JIN web site as a source of additional (and continually updated) information about the integration effort.

Comment

Full local involvement is instrumental to the success of JIN. Through active consultations, local jurisdictions can make informed decisions about their involvement in the integration effort and related network activities.

**Project**

**Initiate phase 1 of the OBTS Offender Management System**

Intent

Develop an automated system for supervising the offender populations. When implemented it will enable an exchange of electronic information between the OBTS and the information systems of the WSP, specifically W2. This interface will enhance the ability of DOC to supervise offenders based on timely information.

Schedule

Review and analyze: July 21, 1999 to June 30, 2000 (12 months)

Mapping

Sequence of activities:

- Review and analyze the system design for the OBTS and its Offender Management System with respect to integration with other justice agencies;
- Review, analyze, and validate the information exchange events, data elements for exchange, operational scenario for electronic exchange, and technical methods for exchange between the OBTS and W2;



- Identify critical issues in phase 1 of the OBTS with respect to integration with other justice systems;
- Document findings; and
- Identify critical success factors.

Comment

While 12 months are allocated for the review and analysis of the OBTS pilot project, it may take only two or three months to validate the integration component of the project. The timing for conducting that validation will depend on when the OBTS pilot project addresses integration in its design phase.

**Project**

### **Complete pilot for Electronic Judgment and Sentence Program**

Intent

The Electronic Judgment and Sentence Program is intended to integrate the courts with DOC. The judgment and sentence document contains the terms and conditions of parole, which is needed at the time of correctional intake of a prisoner. Currently, the judgment and sentence document is created in paper form by the prosecutor and sent to the jail where offenders are housed until they can be shipped to DOC's central intake facility. This paper-based method results in delays in processing, especially at intake, negatively impacting the effective use of reception capacity. The new Electronic Judgment and Sentence Program will speed the process by conveying the document, along with a digital signature, directly from the courts to DOC.

Schedule

Review and analyze: September 1, 1999 to June 30, 2000 (9 months)

Mapping

Sequence of activities:

- Review and analyze the pilot project design for the Electronic Judgment and Sentence Program with respect to integration with other justice agencies;
- Review, analyze, and validate the information exchange events, data elements for exchange, operational scenario for electronic exchange, and technical methods for exchange between courts and DOC for exchanging the judgment and sentence document;
- Identify critical issues in the Electronic Judgment and Sentence Program with respect to integration with other justice systems;
- Document findings; and
- Identify critical success factors.

Comment While 12 months are allocated to the review and analysis of the Electronic Judgment and Sentence Program, it may take only two or three months to validate the integration component of the project.

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**Project      Develop a self-sustaining funding model for JIN**

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Intent Develop a plan that will create a self-sustaining funding model for the telecommunications component of JIN. All of the stakeholders in JIN will be involved in the development of the model. Alternative methods of funding need to be explored. The model must provide an ongoing source of funds to ensure a robust telecommunications network.

Schedule Development of funding model: April 1, 1999 to December 31, 1999 (9 months)

Mapping Sequence of activity:

- Establish a set of guiding principles within the JIC for developing a sustained funding model;
- Appoint a task force or committee to develop alternatives for sustained funding;
- Identify possible funding sources;
- Identify alternative funding models from the alternatives;
- Present alternatives to the JIC for adoption of the preferred model; and
- Adopt funding model.

Comment A committee comprised of CJIA Executive Committee members has been formed and is working on the self-sustaining funding model.



## CONCLUSION

All of the strategic objectives and activities delineated in the preliminary plan for integrating the justice system in the state of Washington are intended to create a foundation for achieving the mission statement of JIN in the next biennium. This will be accomplished through an intensive focus on the seven priorities of the CJIA Executive Committee as stated in Scope 1999-2001 Biennium, December 18, 1998.

In most cases, it is anticipated that the activities in this plan will validate the existing plans and projects of JIN agencies. The plan makes no assumption that any of the plans or projects of JIN agencies are deficient. Rather, the activities in this plan are designed to identify constraints, issues, and new activities that should be addressed to raise the visibility and priority of the strategic objectives necessary to accomplish the stated mission of JIN in the next biennium.



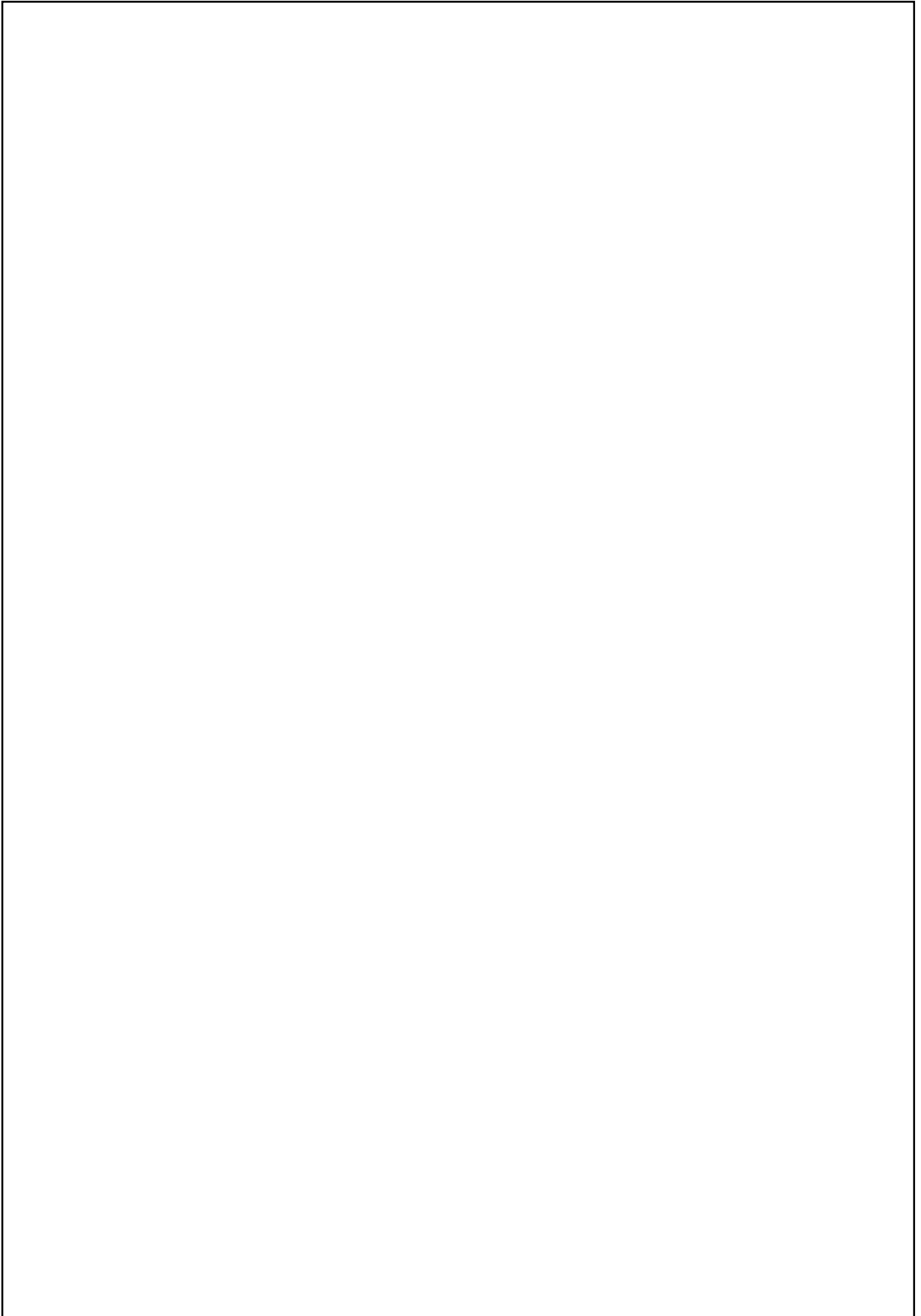


APPENDIX

**Memorandum of Understanding**  
In Support of the  
Sharing of Information  
Within Washington's  
Criminal Justice  
Community

**Memorandum of  
Understanding**

In Support of the  
Sharing of Information  
Within Washington's  
Criminal Justice  
Community



# 1999-2001 Biennial Integration Blueprint

A priority-driven implementation plan  
for the Washington State

## Justice Information Network



**Criminal Justice Information Act (CJIA) Committee**

Adopted June 16, 1999

**Justice Information Committee (JIC)**

Adopted August 2, 1999





*Washington State Department of*  
***Information Services***

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